

Data entry 336

MCQ (QP: April 2024)

1. Each excel file is a workbook that can hold many
A.) Worksheet B.)Cell sheet C.)Row sheet D.)Column sheet
Ans: A
2. What will be the value of following functions
=Max (15,16,2,18,17)
A.)18 B.)15 C.)16 D.)17
Ans: A
3. Mark the correct value for the following function
=Average (2,3,4,5,6)
A.)4 B.)5 C.)6 D.)7
Ans: A
4. Default text alignment found in word document
A.)Centre B.)Left C.)Right D.)Justify
Ans: B
5. Space bar is used to put a
A. Gap between two words
B. Hyphen between two words
C. Commas between two words
D. Line between two words
Ans: A
6. Which chart is used to demonstrate the fluctuations with respect to the stock market price
A. Scatter chart
B. Stock chart
C. Bar chart
D. Surface chart
Ans: B
7. Short cut key for closing a file
A. CTRL+ Close
B. CTRL+C
C. CTRL+W
D. CTRL+X
Ans: C

True or false

8. CTRL+ M keys are pressed together to move the text
Ans : False
9. For un doing the mistakes immediately press CTRL+z key
Ans : True
10. Form making text center alignment press Ctrl+c
Ans : False

Fill in the blanks

11. Short cut key for find and replace.....

Ans: CTRL+H

12. Short cut key for opening a file

Ans: Ctrl+O

13. Which function key is used for getting any type of help

Ans : F1

14. Short cut key for save

Ans : CTRL+S

15. Which function key is used to check spelling and grammar

Ans : F7